



St. Joseph's College  
NEW YORK

OFFICE OF CAREER DEVELOPMENT  
AND ENGAGEMENT



# CAREER GUIDE

INTERNSHIP PREPARATION

# WHAT IS AN INTERNSHIP?

According to the National Association of Colleges and Employers (NACE), "An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."

An internship is a critical component to your education experience. They are usually temporary, on-site work experiences that are either paid or unpaid, for-credit, done during the course of a semester or over the summer and can range anywhere from a few weeks to a year. It is never too early to begin and not always too late to participate in an internship opportunity.

## WHY INTERN? WHAT IS THE VALUE OF AN INTERNSHIP?

An internship experience is viewed by employers as a major factor they look for in seeking full-time candidates. An internship allows you to:

- Strengthen your résumé and widen your network.
- Develop vital career skills.
- Build a network of contacts.
- Apply your academic knowledge to real-world situations.
- Receive credit or payment for your work.

More importantly, a recent study conducted by NACE found that, on average, employers extended job offers to more than 70 percent of their interns, making internships a major part of your career success.

## FINDING AN INTERNSHIP

Finding an internship is very similar to finding a job opportunity. The application process itself requires dedication to researching available opportunities and commitment. The major ways students have found internships are through personal contacts and networking, internet job search strategies and sites, internship and career fairs and directly targeting companies of interest.

## Credit vs. Non-Credit

St. Joseph's College works with students in a variety of ways to help you obtain internship opportunities. Embedded in most of the majors here on campus are elective or sometimes required internship courses, in which you will work with a faculty adviser to secure an internship that meets certain departmental and sometimes state requirements for various certifications.

These internship opportunities are for credit, and you must meet certain academic criteria that goes along with the internship course prior to registering. In general, you must be either a junior or senior at the College, in good academic standing, meeting certain GPA requirements and be approved by your departmental adviser to register for the course.

The following is a listing of courses offered in the various academic departments at St. Joseph's College that are available for students. Please note: It is important to discuss these options with your adviser as early as the year prior to your registering for the course:

- **Accounting:** ACC 362 Internship in Accounting
- **Biology:** BIO 400 Internship
- **Business Administration and Marketing:** BUS 362 Internship in Business
- **Child Study:** CS 413 Supervised Student Teaching
- **Child Study:** CS 414 Supervised Student Teaching
- **Child Study:** CS 423 Special Education Student Teaching
- **Child Study:** CS 424 Special Education Student Teaching
- **Communication Studies:** SPC 400 Internships
- **Criminal Justice:** CJ 342 Internship in Criminal Justice
- **Education:** EDU 473 Supervised Teaching in Secondary Schools
- **English:** ENG 199 Supervised Internship
- **General Studies:** GS 468 Practicum in Training and Staff Development
- **Health Administration:** HA 439 Practicum in the Hospice Field
- **Health Administration:** HA 459 Practicum in Gerontology
- **Health Administration:** HA 466 Internship in Health Administration
- **Health Administration:** HA 468 Practicum in Training and Staff Development
- **History:** HIS 435 Supervised Internship
- **Hospitality and Tourism Management:** HTM 462 Internship
- **Human Services:** HS 466 Internship in Human Services
- **Human Services:** HS 467 Practicum in Health Instruction
- **Human Services:** HS 470 472 Practicum in Alcoholism & Addictions Counseling I, II, III
- **Human Services:** HS 474, 475 Field Experience in Human Services I, II
- **Journalism and New Media Studies:** JNM 435 Supervised Internship
- **Mathematics and Computer Science:** COM 499 Internship in Computer Science
- **Modern Languages:** SPN 310 Field Experience in Bilingual and Second Language Education
- **Psychology:** PSY 400 Internship in Psychology
- **Recreation and Leisure Studies:** REC 487 Therapeutic Recreation Internship Experience
- **Recreation and Leisure Studies:** REC 488 Internship in Therapeutic Recreation
- **Sociology:** SOC 241 Experience In Social Work

Often, internship opportunities will be available for students in a paid or unpaid context. The Office of Career Development and Engagement can work with you on the preparation necessary to apply for these internships. The office advertises these opportunities on a weekly basis through email blasts, highlighting various career information.

## APPLYING FOR AN INTERNSHIP

When applying for an internship there are important steps to follow and prepare for:

### First, Begin With a Self-Assessment

- What is the time commitment that I will need to make to the company? Will it fit around my school and/or work schedule?
- Do I meet the required qualifications?
- Am I open to an internship close to where I live, or am I willing to travel?
- What type of learning outcomes and objectives will I be receiving?
- Is there any compensation available?

### Next, Research

Create a list of potential internships or even companies that you would be interested in applying to. Companies will often hire interns and never need to post the opportunity. Come up with a list of about five to 10 organizations that interest you and gather information concerning requirements, deadlines and application materials so that you will be prepared when you are ready to apply.

### Networking, Networking, Networking

A key component when looking for an internship or even a job opportunity is networking. Networking is a great way to learn about potential careers and make valuable contacts in your field of interest. Faculty and alumni are some of the people that students can turn to in order to begin the process of finding people who can provide you with information regarding what is going on in the field, what you can be doing to better prepare yourself for your future career path and advise you about organizations or contacts. The Office of Alumni Engagement offers the SJC Mentor program, where students have found success in gathering further insight into their chosen career field.

### Prepare Application Materials

It is important to have all the necessary application materials that an employer may require. These can include résumés, cover letters, transcripts, letters of recommendation, writing samples, portfolios, etc. Counselors in the Office of Career Development and Engagement are available to meet with you to review your résumé and cover letter and even conduct a mock interview. When asking individuals for letters of recommendation, it is important to provide them with sufficient time to do so.

The Office of Career Development and Engagement recommends the following timeline to help you get started in your internship search. Please remember that some internship opportunities will have strict requirements and very specific deadlines, but there are companies that look for interns year-round.

### One Year Prior to Your Internship

- Begin the self-assessment process to answer the pertinent questions regarding what you are looking for in an internship, what you are hoping to gain from it and what skills you can bring to an organization.
- Seek guidance and assistance from faculty and the Office of Career Development and Engagement.
- Attend the annual industry-specific internship and job fair to learn about internship opportunities available.

- Begin the networking process with faculty, alumni, employers and fellow students to identify possible internship opportunities.
- Assemble a résumé and cover letter that highlights your educational goals and relatable skills.
- Have your résumé and cover letter reviewed by a counselor in the Office of Career Development and Engagement.

### The Semester Prior to Your Internship

- Begin applying and submitting the required application materials.
- Continue to attend the annual *Pathways to Success* industry-specific internship and job fair to learn about current internship opportunities.
- Keep networking with faculty, alumni, employers and fellow students.
- Schedule a mock interview with a counselor in the Office of Career Development and Engagement to fine tune your interviewing skills and learn best practices.

## MAKING THE MOST OF YOUR INTERNSHIP

### Before You Begin...

- Understand what the company expects of you as their intern and clarify with your supervisor the company's expectations of you.
- Become fully versed in the company's mission and goals.
- Have a clearly set schedule for when you are expected to be available.

### Once You Are There...

- Use the beginning of your internship to gather information about the industry, the company and the opportunities available.
- Remember that a first impression is a lasting impression. Strive to maintain a professional demeanor in how you present yourself, your interactions and all forms of communication, including email.
- Remember to look people in the eyes, smile and be friendly and show a level of confidence.
- Show up for your work day on time, if not early, and if for any reason you are unable to make it in, you should communicate your absence with your supervisor immediately.
- Establish a high level of rapport with your co-workers; avoid gossiping and complaining.
- In all your work endeavors, make sure to communicate effectively. Proofread all work carefully.
- Complete all tasks within the time frame given to you and ask for assistance when needed. When finished with one task, take the initiative and always be willing to do and learn more.
- Ask for and be open to feedback from your supervisor and co-workers concerning your work.

### When the Internship Is Over...

- Meet with your supervisor on your last day and thank him or her for the opportunity.
- If you enjoyed your internship, consider asking about future opportunities to come back and work with them.
- Ask for business cards from those you have worked with and follow up with all of them immediately after you leave.
- Work to remain in contact with your supervisor and co-workers for future letters of recommendation and/or references.

## Keep Us Informed

As you go through your internship process, please keep the Office of Career Development and Engagement informed of any interviews or offers that you have. In addition, once you are placed, keep us informed about your experiences, both positive and negative.

## Resources

St. Joseph's College Office of Career Development and Engagement makes every effort to assist students and alumni in career preparation. The office makes no recommendations or guarantees regarding positions, employers, links to outside websites and other resources available. The Office of Career Development and Engagement provides these resources only as a convenience and assumes no liability for acts or omissions by third parties or for any material supplied by them. It is the responsibility of students and alumni to use great effort and caution when exploring and accepting any position and assume all responsibility associated with these opportunities.

Students or alumni who discover any misuse or abuse of these advertisements or websites are encouraged to report the matter to the Office of Career Development and Engagement as soon as possible.

The following is a list of general website search engines. The MySJC Portal currently lists a number of job search strategies and resources that might also be helpful.

- [Aftercollege.com](http://Aftercollege.com)
- [BestJobsUSA.com](http://BestJobsUSA.com)
- [CollegeGrad.com](http://CollegeGrad.com)

- [Idealist.org](http://Idealist.org)
- [InternJobs.com](http://InternJobs.com)
- [Monster.com](http://Monster.com)
- [NYjobsources.com](http://NYjobsources.com)
- [Quintcareers.com](http://Quintcareers.com)
- [Handshake](http://Handshake)
- [Vault.com](http://Vault.com)
- [Wetfeet.com](http://Wetfeet.com)

## Handshake

Handshake is an important source of information for career-related events and career exploration tools. Most importantly it is the main platform that St. Joseph's College uses to post internships, job opportunities and other important career-related information. We encourage all students to visit the new site and get familiar with the new interface.

## INTERNSHIP PREPARATION

The Office of Career Development and Engagement is located at SJC Long Island in O'Connor Hall, Room E301, or at SJC Brooklyn in Tuohy Hall, Room 205. We welcome you to make an appointment with a member of our counseling staff to help you with any other career-related topics. Career counseling sessions are generally 30 to 60 minutes in length, and appointments can be scheduled by contacting the Long Island office at 631.687.1248 or the Brooklyn office at 718.940.5852.





**TRADITION. INNOVATION. EXCELLENCE.**

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**ABOUT ST. JOSEPH'S COLLEGE**

Founded in 1916, St. Joseph's College is an independent, coeducational college with campuses in Brooklyn and on Long Island, in addition to SJC Online. We have a long history of providing an excellent, yet affordable, education. Our reputation has consistently earned SJC a place in the *U.S. News & World Report's* annual "America's Best Colleges" issue. We also have been highly ranked by *Forbes* and named one of New York's "Colleges of Distinction."